

## Adding a Single Student Enrollment

**Note:** This tutorial assumes a class has already been created. For more information on creating a class, see the tutorial “**Adding Classes**”.

1) Click on either ‘**Classes**’ in the top menu, and then ‘**All Classes**’ or the ‘**All Classes**’ option on the dashboard to view all classes.

The screenshot shows the MDTP Diagnostic dashboard. At the top left, the text "MDTP DIAGNOSTIC" is displayed. On the right, there is a user profile icon and the name "Hi test test guy" with a dropdown arrow. Below this is a search bar with the text "Search" and a magnifying glass icon. A navigation menu is open under the "Classes" dropdown, with "All Classes" highlighted by a red circle. The dashboard features several tiles: "Current Classes" with a count of 5, "All Classes" (highlighted with a red circle), "All Assignments", "Add a Class", "Assign A Test", and "Show / Hide". Below these tiles, there is a section titled "Current Classes & Current Assignments" with a sub-section "Viewing Current Terms:" listing "Summer 2023", "School Year 2023-2024", and "Fall 2023". At the bottom right, there is a semi-circular gauge chart with two segments: a dark grey segment labeled "HS" and a green segment labeled "GR", with the text "Current Assignments" centered below the gauge.

2) Click on the action button next to the class and select “View”.



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## Classes (13)

Filter by:

Class Name

Select Terms ▾

Filter

Reset Filter

+ Add New Class

	INSTRUCTOR	SCHOOL NAME	TERM ▲	CLASS NAME	PERIOD	
1	test guy, test	Harmonia 2	Fall 2023	28OCT7	1	
2	test guy, test	Harmonia 2	Fall 2023	28OCT11	1	
3	test guy, test	Harmonia 2	School Year 2021-2022	OCTTEST2	2	
4	test guy, test	Harmonia 2	School Year 2023-2024	TESTOCT	1	

- View
- Edit
- Delete

3) Click the “+ Add New Enrollment” button

# MDTP DIAGNOSTIC

Hi test test guy

Classes Resources

Search



## OCTTEST2

Instructor: test guy, test

School Name: Harmonia 2

Term: School Year 2023-2024

Period: 2

[Edit Class - Delete](#)

## Assigned Tests (1)

+ Add New Assignment

SCHOOL NAME	FACULTY	TEST TITLE	START DATE	CODE	ACTIVE	CODE EXPIRES
<input type="checkbox"/> 1	Harmonia 2	test guy, test	Second Year Algebra Readiness Test (SR45A19)	07/13/2023	No	

## Enrolled Students (3)

Delete All Students

Print preview

+ Add New Enrollment

FIRST NAME	LAST NAME	STUDENT ID	EMAIL	ACTIVE	
1 Ally	Beck	aaabbb12	aaabbb@gmail.com	Yes	
2 Cody	Dang	ccddddd12	ccddddd@gmail.com	Yes	
3 Edward	Fernandez	eeffff12	eeffff@gmail.com	Yes	

4) Complete all fields, and then click **“Save.”** The new enrollment will appear at the bottom of the list of **“Enrolled Students”**

## MDTP DIAGNOSTIC

Classes ▾ Resources ▾

### Add New Enrollment

Class Name

OCTTEST2

First Name

Last Name

Email 1

Email 2

Email 3

Student ID

Save

Cancel

5) To allow a newly enrolled student to take an existing assigned test, reopen the existing test using the action button next to the assigned test and select “**Proctor Exam**” or “**Generate New Code**”. Provide the new five-digit code to the new enrollee.

**Note:** The enrollment will need to be added before the test is reopened for the system to allow the newly enrolled student to take the test.

**DO NOT** assign a new test in the class if you would like the newly enrolled student’s test data to be included with the existing class test data.

A newly assigned test will create a separate report for the test assigned and will only include the newly enrolled student test data.

The screenshot shows the MDTP Diagnostic interface. At the top, there is a header with the MDTP logo and a user profile icon labeled 'Hi test test guy'. Below the header are navigation tabs for 'Classes' and 'Resources', and a search bar. The main content area is titled 'Assignments (4)' and includes a filter section with 'Filter by:' and two dropdown menus for 'Select Test' and 'Select Terms'. There are buttons for 'Filter', 'Reset Filter', and '+ Add New Assignment'. A table lists four assignments with columns for School Name, Instructor, Class Name, Period, Test Title, Start Date, Code, Active status, and Code Expires. A dropdown menu is open for the first assignment, showing options: 'View Report', 'Generate New Code' (circled in red), 'Preview Exam', and 'Delete'.

	SCHOOL NAME	INSTRUCTOR	CLASS NAME	PERIOD	TEST TITLE	START DATE	CODE	ACTIVE	CODE EXPIRES		
<input type="checkbox"/>	1	Harmonia 2	test guy, test	28OCT6	1	Precalculus Readiness Test (PR45A22)	07/29/2023	3P3PS	No	Jul 13, 2023, 12:00:00 AM	
<input type="checkbox"/>	2	Harmonia 2	test guy, test	TESTOCT	1	Geometry Readiness Test (GR45A19)	07/13/2023		No		
<input type="checkbox"/>	3	Harmonia 2	test guy, test	OCTTEST2	2	Second Year Algebra Readiness Test (SR45A19)	07/13/2023	RVZQE	No	Jul 13, 2023, 12:00:00 AM	
<input type="checkbox"/>	4	Harmonia 2	test guy, test	29OCT1Wait	1	High School Readiness Test (HS45A15)	11/22/2022	7ZTAX	No	Nov 22, 2022, 5:30:00 AM	